



# **MISSING CHILD POLICY AND PROCEDURE**

**INTEGR8 DANCE**

September 2024

The welfare of all our students at Integr8 Dance is our paramount responsibility. Every adult who works with Integr8 Dance has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. All members of staff have read our safeguarding policy.

Integr8 Dance will ensure a safe environment for all students and visitors of their classes. The following steps will be adhered to in order to minimise the risk of a child/ children going missing whilst in the care of Integr8 Dance staff:

- Integr8 Dance will ensure each venue has a risk assessment done prior to starting classes. These will be reviewed termly or as required.
- Ensure all venues are secure and staff will take necessary steps to prevent unauthorised persons entering the premises. Integr8 staff will take note of each venue's Visitors policy and procedure
- Ensure children are always supervised including during breaks and assessing the stage of development in each class to ensure the required level of supervision is in place.
- Set clear boundaries for the lesson so children know to stay in the room and they will need to ask if they wish to leave, for example to use the toilet

In the event of a child going missing, the following procedure will be implemented:

- Gather your class together and take a register in order to ensure all other children are present
- Ask the children in the class if they remember the last time they saw the missing child
- Immediately make a search of the surrounding area.
- Request help from people around. If you are in a school check with the office if the child has left the premises.
- If you are in a public building, alert the staff of the situation and ask for assistance in searching for the missing child.
- If you are teaching on your own, you should call your line manager immediately
- If you are in a place where it is possible to seal off exits and access CCTV, then you should request that this is done immediately.

- People involved in the search will be given a description of the child and what the child is wearing.
- Make sure to reassure the other children in your care, as this could become a distressing situation for them.

If the search is unsuccessful, the following steps will be taken:

- Ring the police, providing a description and keep searching the area.
- Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical to do so and let them know what steps have been set into motion and ask them to come to the venue
- The Designated Safeguarding Lead should be notified at this stage
- After the event, you will record details in the incident log and ask parents to sign it.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future

Integr8 will consider any missing or lost child incident to be a 'significant event' and will therefore inform Ofsted. Integr8 will also review their policy and procedure to establish what went wrong and how it can be avoided in future.

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Review Date September 2025 or when regulations change